


## STEP-BY-STEP GUIDE TO FILING **UNEMPLOYMENT INSURANCE CLAIMS**



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This guide is not intended to take the place of the law, but to provide you with a general understanding of some of the requirements. This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

# REGISTERING IN NETWORKS AND FILING AN INITIAL CLAIM

Before you register or file your claim, visit [dol.nebraska.gov/UIBenefits](https://dol.nebraska.gov/UIBenefits) to get information and answers to frequently asked questions.

You must register in NEworks - <https://networks.nebraska.gov> - as part of the initial unemployment claim process. All claimants must complete an online resume unless they have a recall date with their employer or are a member of a union with a hiring hall.



**Step 1:** Go to the NEworks home page and click the “UNEMPLOYMENT” button.

**Step 2:** On the next screen, choose “Log In To Access Unemployment Services.”

## [Get Information](#)

This link takes you to the Nebraska Department of Labor website, [dol.nebraska.gov](https://dol.nebraska.gov), where you can find instruction guides, answers to frequently asked questions, and contact information.

## [Log In To Access Unemployment Services](#)

This link takes you to the log-in screen, where you can create an account in NEworks or sign into your account. You must be logged in to NEworks to file a new unemployment claim or manage an existing claim. Once logged in, go to the Unemployment Services menu.

## [Report Unemployment Insurance Fraud](#)

Falsely reporting information to obtain unemployment benefits or pay a lower unemployment tax rate is fraud. Anonymously report suspected fraud to the Nebraska Department of Labor using the forms found at the link above.

**Step 3:** You will then reach the sign-in page. If this is your first time visiting NEworks or you have not used the site for over one year, choose Option 3 – Create a User Account - Individual.

**Option 3 - Create a User Account**

If you would like to become a fully registered user with NEworks and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

**Individual** - Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.

**Employer** - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

**Analyst** - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods. Analyst accounts require administration approval before being allowed to access suppressed data.

**Provider** - Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.

If you are a recent, previous user of NEworks, go to Option 1 and log in with your user name and password. If you forgot your user name or password, click the link below the password field – “Retrieve User Name or Password.” Take note of your user name and password for future use.

**Option 1 - Already Registered**

User Name

Username

Password

\*\*\*\*\*

Sign In

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#)

**Step 4:** You will be presented with our privacy agreement. Read and click “I Agree” to continue.

**Step 5:** Complete several screens regarding your profile. If you already have a profile, make sure it is up to date.

**Step 6:** After you have completed your registration, you will be directed to your dashboard. Choose **Unemployment Services** from the left menu.

The screenshot shows the NEworks dashboard. On the left is a sidebar menu with categories: Workspace, Quick Menu, and Services for Individuals. Under 'Services for Individuals', 'Unemployment Services' is highlighted with a blue oval. The main content area features a large banner with the text 'Find a Great Job Today' and a carousel of service tiles. The 'Unemployment Services' tile is the first in the carousel and is highlighted. Below the banner, there are two main sections: 'Career Services' and 'Financial Services'. The 'Career Services' section includes 'Career Explorer' and 'Career Informer'. The 'Financial Services' section includes 'Overall Budget Planning' and 'Training Budget Planning'.

**Step 7:** Choose **Resume Builder**.

The screenshot shows the 'Unemployment Services' options page. At the top, it says 'Please select from the Unemployment Services options listed below.' Below this is a list of 14 options, each with an icon and a brief description. The options are: 'Unemployment Benefit Overview', 'File a New Unemployment Claim', 'File a Weekly Claim for Benefits', 'Reopen an Existing Claim', 'Update Contact Information', 'Change Payment Method', 'View Tax Form 1099-G', 'View Payment Information', 'Resume Builder', 'Work Search Log', 'Employment Strategy', 'Repayment of Benefit Overpayment', 'Change Federal Withholding', and 'File an Appeal'. A large blue arrow points from the 'Resume Builder' option to the right.

**Step 8: Create a résumé.** Start building your resume by clicking the “Create new Résumé” button. If you already have a résumé, make sure it is up to date.

**Step 9: Post your résumé online.** To be eligible for unemployment benefits, your résumé must be available to employers online in the “Résumé Name” section. The online resume is not required if you are going back to work for your employer or are a member of a union with a hiring hall.

**Step 10:** After you complete your résumé (this will be several screens), click the “Save Résumé and Return” button.





\* Indicates required fields.

#### Résumé Name

\* **Résumé Title:**








- ☒ Allow employers to view my résumé online.
- ☐ Hide my résumé from employers.

#### Résumé Creation Method

- ☒  **Comprehensive**  
Build your résumé using a step-by-step process (create your résumé from scratch).
- ☐  **Upload**  
Attach an existing Word or .PDF résumé (save time by using your existing résumé).
- ☐  **Copy & Paste**  
Transfer résumé's text from an existing copy (quick - but not as useful to potential employers).
- ☐  **Quick**  
Create a resume with minimal data entry. This will allow you to start applying for jobs more quickly, but may not provide better match results

## Step 11: Choose **Unemployment Services** from the following options:
















What would you like to do next?

-  [Search for Jobs](#)  
This option will take you to the job search screen.
-  [Edit this Résumé](#)  
This option will enable you to edit your newly created résumé.
-  [View all your Résumés](#)  
By using this option, you can view your current résumés, update any existing résumés or create a new résumé.
-  [Add another Résumé](#)  
This option will take you to the Résumé Wizard to create a new résumé.
-  [Return to My Dashboard](#)  
This option will take you back to your personal dashboard page where you can access additional services.
-  [Unemployment Services](#)   
This option will take you through the unemployment insurance claim process, including filing a claim, completing your weekly certification, and modifying your contact and payment information

**Step 12:** You will be presented with this menu. Choose **File a New Unemployment Claim**. Or, if you are reopening a claim, filing a weekly claim, or completing a work search log, choose the appropriate option.

## NEworks

Please select from the Unemployment Services options listed below.

 <a href="#">Unemployment Benefit Overview</a> - Information on the Unemployment Benefits program including how you qualify for benefits.	 <a href="#">View Payment Information</a> - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.
 <a href="#">File a New Unemployment Claim</a> - File your initial Unemployment Claim. 	 <a href="#">Resume Builder</a> - To create an online, active resume to meet eligibility requirements.
 <a href="#">File a Weekly Claim for Benefits</a> - Submit your weekly request for benefit payment.	 <a href="#">Work Search Log</a> - If required, record your work search contacts for the current calendar week.
 <a href="#">Reopen an Existing Claim</a> - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.	 <a href="#">Employment Strategy</a> - View a custom employment strategy just for you.
 <a href="#">Update Contact Information</a> - Review and update name, address, phone or email.	 <a href="#">Repayment of Benefit Overpayment</a> - To repay overpayments of Unemployment Insurance benefits online.
 <a href="#">Change Payment Method</a> - You may opt to receive payments through debit card or direct deposit.	 <a href="#">Change Federal Withholding</a> - You may opt to have 10% of your weekly payment amount withheld for federal income tax.
 <a href="#">View Tax Form 1099-G</a> - View and print your IRS income tax information.	 <a href="#">File an Appeal</a> - Request a hearing if you disagree with a written determination that you have received.

**Step 13:** From this menu, choose **FILE A NEW UNEMPLOYMENT CLAIM**.

Unemployment Benefits

Choose an option below:

UNEMPLOYMENT SERVICES MENU

• Change Your Contact Information

• Create Your Resume

• Search for Jobs

WEEKLY ACTIVITIES:

[WORK SEARCH LOG](#)

[FILE WEEKLY CLAIM FOR BENEFITS](#)

FILE A CLAIM:

[FILE A NEW UNEMPLOYMENT CLAIM](#)

[REOPEN AN EXISTING CLAIM](#)

CLAIM INFORMATION:

[VIEW PAYMENT INFORMATION](#)

REPAYMENT OF BENEFIT OVERPAYMENT

[CHANGE PAYMENT METHOD](#)

[CHANGE FEDERAL WITHHOLDING](#)

[VIEW TAX FORM 1099-G](#)

APPEAL A DETERMINATION:

[FILE AN APPEAL](#)

[LOG OFF](#)

If required, record your work search contacts for the current calendar week.

Submit your weekly request for benefit payment.

File your initial Unemployment Claim.

If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.

View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.

Coming Soon: To repay overpayments of Unemployment Insurance benefits online.

You may opt to receive payments through debit card or direct deposit.

You can opt to have 10% of your weekly payment amount withheld for federal income tax.

View and print your IRS income tax information.

Request a hearing if you disagree with a written determination that you have received.

**Step 14:** Continue through several more screens to complete the filing of your initial claim. You will know that your claim has been submitted when you receive a confirmation number.

Example below:

- Confirmation Number: **R2015060216061473532**

If you are using a public computer, be sure to sign out of your NEworks account to protect your personal information.

Menu

Home

My Dashboard

Sign Out

Services for Individuals

Services for Employers

Labor Market Analysis

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# HOW TO FILE A WEEKLY CLAIM ONLINE

Each time you file a weekly claim, you will be asked if you worked. Answer “yes” if you performed any work, even if it was temporary, part-time, or self-employment. If you worked for more than one employer in a week, add your earnings from all employers. For self-employment, report your weekly earnings after you deduct your direct business expenses for that week.

If you earned less than your weekly benefit amount for any claimed week, you may be eligible for partial benefits.  
NESL: 48-625.

After you file your initial claim or reopen your existing claim, you must file a weekly claim for benefits each week you are requesting payment, even if your eligibility is being decided or you have an appeal pending.



The unemployment benefit week begins on Sunday and ends on Saturday. You have from Sunday through Friday to file a claim for the previous week.

To file a weekly claim go to [neworks.nebraska.gov](http://neworks.nebraska.gov). Enter your login information (username and password) and click on **Sign In**.



<input type="text" value="Username"/>	<input type="text" value="Password"/>	<input type="button" value="Sign In"/>
---------------------------------------	---------------------------------------	--

[Register](#) | [Forgot Username/Password?](#) | [En Español](#)



After signing in, you will arrive at “My Dashboard.” From the left links menu, click on **Unemployment Services**.

**Workspace**

- My Dashboard
- How We Can Help You
- Employment Strategy
- Directory of Services
- My Resources

**Quick Menu**

- Job Search
- Résumé Builder
- My Portfolio

**Services for Individuals**

- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services**
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Workplace Training
- Staff Provided Services

**NEworks** This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that inter

**My Dashboard** How We Can Help You Employment Strategy Directory of Services My Resources

**Look at Additional Training and Education Opportunities**  
We can show you training courses in your area and online that may interest you, and what financial aid is available.

**Services Preview**

**Career Services**

- Career Explorer**  
Learn what career or type of job best suits you.
- Career Informer**  
Highlight a specific occupation and display detailed information about it.

[More Career Services](#)

**Financial Services**

- Overall Budget Planning**  
Evaluate your monthly budget and explore potential sources of other income.
- Training Budget Planning**  
Evaluate training costs and determine if your budget fits the training plans.

[More Financial Services](#)

From the Unemployment Services dashboard, click on **File a Weekly Claim for Benefits**. If you need more information before filing your claim, click Unemployment Benefit Overview.

Menu

Home My Dashboard Sign Out Services for Individuals

**NEworks** Please select from the Unemployment Services options listed below.

- [Unemployment Benefit Overview](#) - Information on the Unemployment Benefits program including how you qualify for benefits.
- [File a New Unemployment Claim](#) - File your initial Unemployment Claim.
- [File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.
- [Reopen an Existing Claim](#) - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.
- [Update Contact Information](#) - Review and update name, address, phone or email.
- [Change Payment Method](#) - You may opt to receive payments through debit card or direct deposit.
- [View Tax Form 1099-G](#) - View and print your IRS income tax information.

To file your claim for weekly benefits, click on **File Your Weekly Certification to Continue Your Claim**.

**NEworks**

Below is a list of your weekly certifications. To claim a new week, click the button below.

For help click the question mark icon.

File Your Weekly Certification to Continue Your Claim

#### Weekly Certifications Review

Below are the weeks for which you have completed certifications to continue your unemployment benefits.

No weeks have been certified

[Return to My Dashboard](#)

Return to Previous Page

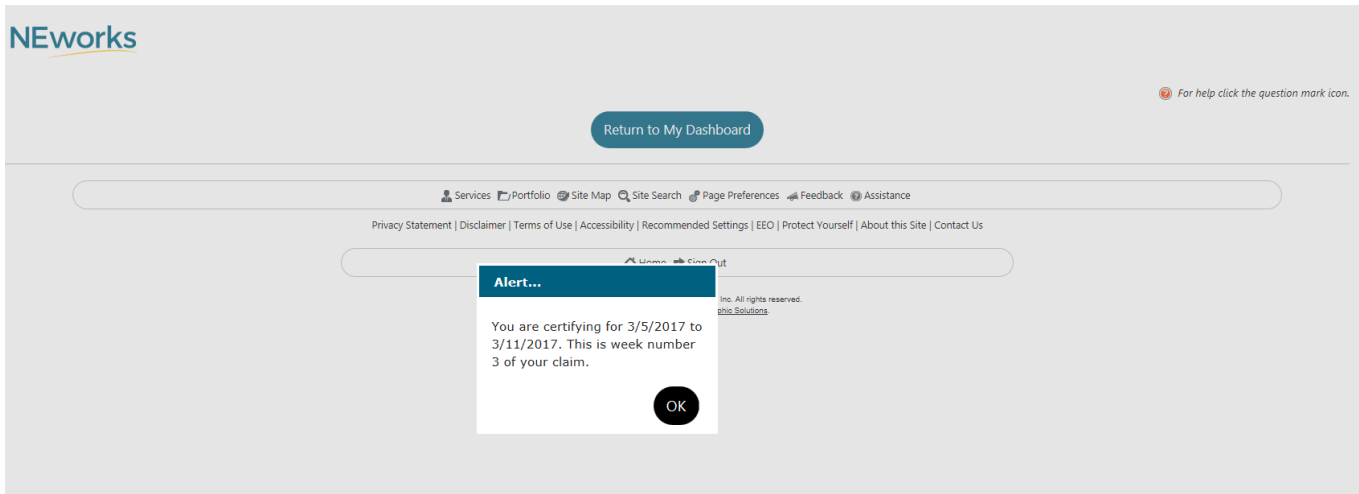
Services Portfolio Site Map Site Search Page Preferences Feedback Assistance

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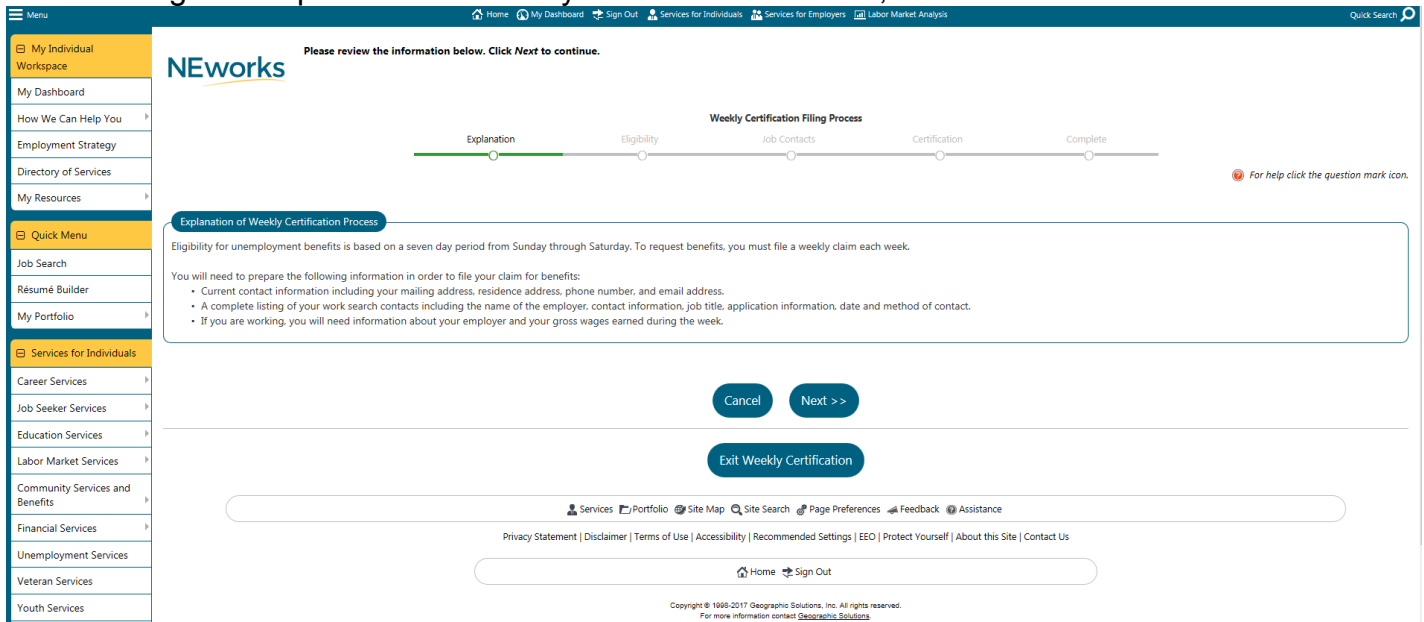
Home Sign Out

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The dates of the week you are certifying and the weekly claim number will display. Click **OK**.



After reading the “Explanation of Weekly Certification Process,” click **Next >>**.



It is important that you review the information listed on the “Know the Rules...” page, as it contains information about reporting your earnings and how to avoid committing fraud. Once you have read this explanation, click on the check box to verify that you have read and understand the information, then click **Next >>**.

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Youth Services

Senior Services

Disability Services

Workplace Training

Staff Provided Services

Other Services

Communication Center

Appointment Center

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ExplanationEligibilityJob ContactsCertificationComplete

Know the Rules -- Avoid Overpayments and Don't Commit Fraud

WHAT IS UNEMPLOYMENT INSURANCE FRAUD?

- Making false statements that may alter or increase benefits
- Withholding information that may alter or increase benefits
- Failing to report work in order to obtain or increase benefits
- Failing to report earnings in order to obtain or increase benefits

WHAT ARE THE CONSEQUENCES OF UNEMPLOYMENT INSURANCE FRAUD?

- Repaying benefits received
- 15% penalty based on the amount of the overpayment
- Losing eligibility to receive benefits now and in the future
- Forfeiting state and federal income tax refunds
- Criminal charges, jail time, and felony or misdemeanor prosecution

HOW CAN I AVOID COMMITTING FRAUD?

Report **ALL** earnings and work:

Federal and state law require that you report **ALL** gross earnings before taxes are deducted, including tips, commission, and wages earned from self-employment, while claiming unemployment insurance benefits.

For each calendar week (Sunday through Saturday), you must report **ALL** earnings from any work performed, even if you have not yet been paid.

How do I report earnings correctly?

Keep track of the total hours you work each calendar week, Sunday through Saturday.

Your hourly rate of pay times the total hours worked equals your gross pay, which is the amount you must report. You must report ALL earnings for the week that you perform the work not the week you are paid.

WHAT IF I SUSPECT SOMEONE IS COMMITTING FRAUD?

Report fraud anonymously by calling the Nebraska Department of Labor at 402-471-2865 or completing the online form at [dol.nebraska.gov](http://dol.nebraska.gov).

☒ I have read and understand the information regarding potential fraud penalties

< < Back

Next >>

Exit Weekly Certification

[https://uat-app-vos31000000.geosolinc.com/vosnet/dashboards/default.aspx?menuid=MENU\\_START\\_PAGE\\_SERVICES&apane=MENU\\_GROUP\\_JND](https://uat-app-vos31000000.geosolinc.com/vosnet/dashboards/default.aspx?menuid=MENU_START_PAGE_SERVICES&apane=MENU_GROUP_JND)

On this page you will have the opportunity to review your contact information. Make sure it is up to date. If it is not, select the “Update Contact Information” link. After verifying your contact information, click **Next >>**.

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NEworks

Please review the information below. Click **Next** to continue.

Weekly Certification Filing Process

Explanation

Eligibility

Job Contacts

Certification

Complete

Contact Information

You MUST keep your contact information current. If you move, you must update your address with the NDOL immediately. Changing your address with the U.S. Postal Service does **NOT** change your address with us.

Please click **Update Contact Information** to change the contact information below.

Click **Next** to continue without changing your information.

Name:

Address:

Phone:

Email:

Test Testing

1234 Test

Beaumont, TX 77706

555-555-5555

any@nebraska.gov

[ Update Contact Information ]

<< Back

Next >>

Exit Weekly Certification

ServicesPortfolioSite MapSite SearchPage PreferencesFeedbackAssistance

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Next you may be required to watch a short video, or read the script if you are unable to watch the video. Once you have completed this step, check the box to acknowledge that you have reviewed the information provided, then click **Next >>**.

**If you have a return-to-work date with your employer, click Next>> and skip to page 20 of this instruction guide.**

Menu

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Quick Menu

- Job Search
- Resume Builder
- My Portfolio

Services for Individuals

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- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Workplace Training
- Staff Provided Services

Other Services

- Communication Center
- Appointment Center
- Assistance Center
- Learning Center
- Customer Satisfaction

Know the Rules - Video

You are REQUIRED to watch this short video or read the script below.

Report Weekly Earnings

Report Weekly Earnings

English Script

☐ By checking this box, I acknowledge I viewed the information provided.

<< Back Next >>

On this page, answer the work search question, then click **Next >>**.

**NEworks**

Please complete the information below. When you have finished, click **Next** to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

Eligibility Review Questions

During the week beginning Sunday, March 12, 2017 and ending Saturday, March 18, 2017:

\* Did you make at least five contacts with employers in an attempt to obtain employment? ☐ Yes ☐ No

<< Back Next >>

Exit Weekly Certification

**Step 10:** You will then be taken to the work search page. If you logged any contacts during the benefit week, those will appear. If not, you will have the opportunity to enter them by answering “Yes” to the “Additional Job Contacts” question. After you click **Next >>** you can enter the contacts. Work search contacts that display a red circle with an X in the middle do not meet requirements. You may click on the **Update Status** link to provide the missing information. To show additional progress toward being hired (for instance a second interview) with an employer you contacted in a prior week, you will need to add the employer again to your Work Search Log.

## Work Search Verification

Listed below are **3** jobs you contacted or applied to in NEworks during the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016. In addition you viewed or expressed interest in **2** jobs. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

### Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the *Update Status* link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	<a href="#">Assistant Store Manager</a>	American Eagle Outfitters	Lincoln, NE 68505	Other	Applied on 11/14/2016		<a href="#">Update Status</a>
2	<a href="#">beauty counter manager</a>	Von Maur	Lincoln, NE 68516	Other	Applied on 11/17/2016		<a href="#">Update Status</a>
3	<a href="#">Cashier</a>	Best Buy	Lincoln, NE 68510	Other	Applied on 11/15/2016		<a href="#">Update Status</a>
4	<a href="#">Baker</a>	Walmart Bakery	Lincoln, NE 68507	Other	Applied on 11/18/2016		<a href="#">Update Status</a>
5	<a href="#">Roof Foreman</a>	Casey Roofing Co	Laurel, NE 68745	Other	Applied on 3/22/2017		<a href="#">Update Status</a>

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospital], NEWS [Newspaper], NLX [National Labor Exchange], RECT [Recruiter], SM [Social Media], SJB [State Job Board]

### Additional Job Contacts

\* Did you apply for jobs or contact other employers during the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016? ☒ Yes ☐ No

Note: You have only certified **3** employer contacts. Failure to select at least 5 job contacts could result in denial of benefits.

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Next >>

Exit Weekly Certification



Do not meet requirements!

Click on **Update Status**

If you reside in Nebraska or an out-of-state county bordering Nebraska, you must make at least one contact per week using NEworks. **Work search requirements will change during the duration of your claim. Please see chart below.**

Weeks Claimed	Number of required work search contacts	Required applications submitted	Required minimum number of days to contact employers	Required number of contacts using NEworks
1-5	5	1	1	1
6-13	5	2	3	1
14 or more	5	2	4	1



**Step 11:** After answering “Yes” to the “Additional Job Contacts,” the following page will appear. Enter all work search contact information. You will need to repeat this process for each contact required for the week you are certifying. If the job contact was made in NEworks, the **Initial Contact Method** should be set as **Using this web site**.

#### Employer Information

\* Employer:   
Address:   
Zip:   
\* City:   
\* State:

This employer has been linked to an infogroup employer record. To view additional information on this employer, click the link below.

[View infogroup Information](#)

#### Contact Information

\* Initial Contact Method:   
Contact Title:   
Contact First Name:   
Contact Last Name:   
Contact Phone:  -  -   
Contact Fax:  -  -   
Contact E-mail:   
Contact Website:  If online, include site name

#### Job Title

##### Job Title

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

\* Job Title:

Review the **Application Information** section for each job listed ***prior*** to submitting your weekly claim for benefits and verify that you have met all work search requirements.

**Job Title**

**Job Title**

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

\* Job Title:

**Job Occupation**

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

Suggested occupation(s):

[ Search for an occupation ]

\* Occupation Title:

\* Occupation Code:

**Application Information**

\* Your interest level for this job:

\* Did you contact this employer? ☐ Yes ☐ No

**Notes**

Please enter any notes about this job that you would like to provide.

[ Spell Check ]

Be sure that you have entered all of your contacts and all of the required information. You won't be able to add or modify the work search contacts information after proceeding to the next page. After all work search contacts have been added, select "No" in response to the question, "Did you apply for jobs or contact other employers during the week..." then click **Next >>**.

## Work Search Verification

Listed below are 5 jobs you contacted or applied to in NWorks during the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

**Potential Job Contacts**

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the *Update Status* link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	<a href="#">Assistant Store Manager</a>	American Eagle Outfitters	Lincoln, NE 68505	Other	Applied on 11/14/2016	<input checked="" type="checkbox"/>	<a href="#">Update Status</a>
2	<a href="#">beauty counter manager</a>	Von Maur	Lincoln, NE 68516	Other	Applied on 11/17/2016	<input checked="" type="checkbox"/>	<a href="#">Update Status</a>
3	<a href="#">Cashier</a>	Best Buy	Lincoln, NE 68510	Other	Applied on 11/15/2016	<input checked="" type="checkbox"/>	<a href="#">Update Status</a>
4	<a href="#">Baker</a>	Walmart Bakery	Lincoln, NE 68507	Other	Applied on 11/18/2016	<input checked="" type="checkbox"/>	<a href="#">Update Status</a>
5	<a href="#">Roof Foreman</a>	Casey Roofing Co	Laurel, NE 68745	Other	Applied on 3/22/2017	<input checked="" type="checkbox"/>	<a href="#">Update Status</a>

Source: ★ [Preferred Employer] PJB [Private Job Board] CORP [Corporate] EDU [Education Institution] GOVT [Government] HOSP [Hospitals] NEWS [Newspaper] NLX [National Labor Exchange] RECT [Recruiter] SM [Social Media] SJB [State Job Board]

**Additional Job Contacts**

\* Did you apply for jobs or contact other employers during the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016? ☐ Yes ☒ No

**Note:** Failure to select at least 5 job contacts could result in denial of benefits.

Revised 6/09/17  
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After you click **Next >>** you will see two confirmation pop-up boxes.

## Work Search Verification

Listed below are 5 jobs you contacted or applied to in NWorks during the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

### Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the *Update Status* link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	<a href="#">Assistant Store Manager</a>	American Eagle Outfitters	Lincoln, NE 68505	Other	Applied on 11/14/2016	✓	<a href="#">Update Status</a>
2	<a href="#">beauty counter manager</a>	Von Maur	Lincoln, NE 68516	Other	Applied on 11/17/2016	✓	<a href="#">Update Status</a>
3	<a href="#">Cashier</a>	Best Buy	Lincoln, NE 68510	Other	Applied on 11/15/2016	✓	<a href="#">Update Status</a>
4	<a href="#">Baker</a>	Walmart B	Lincoln, NE 68507	Other	Applied on 11/18/2016	✓	<a href="#">Update Status</a>
5	<a href="#">Roof Foreman</a>	Casey Roo	Laurel, NE 68745	Other	Applied on 3/22/2017	✓	<a href="#">Update Status</a>

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HC

RECT [Recruiter], SM [Social Media], SJB [State Job Board]

**Please Confirm...**

All contacts must be recorded in your work search log. Failure to do so could affect your eligibility. Click "Ok" to continue. Click "Cancel" to return to the Work Search Log.

Cancel

OK

### Additional Job Contacts

\* Did you apply for jobs or contact other employers during the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016? ☐ Yes ☒ No

**Note: Failure to select at least 5 job contacts could result in denial of benefits.**

<< Back

Next >>

Exit Weekly Certification

## Work Search Verification

Listed below are 5 jobs you contacted or applied to in NWorks during the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

### Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the *Update Status* link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
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2	<a href="#">beauty counter manager</a>	Von Maur	Lincoln, NE 68516	Other	Applied on 11/17/2016	✓	<a href="#">Update Status</a>
3	<a href="#">Cashier</a>	Best Buy	Lincoln, NE 68510	Other	Applied on 11/15/2016	✓	<a href="#">Update Status</a>
4	<a href="#">Baker</a>	Walmart B	Lincoln, NE 68507	Other	Applied on 11/18/2016	✓	<a href="#">Update Status</a>
5	<a href="#">Roof Foreman</a>	Casey Roo	Laurel, NE 68745	Other	Applied on 3/22/2017	✓	<a href="#">Update Status</a>

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HC

RECT [Recruiter], SM [Social Media], SJB [State Job Board]

**Please Confirm...**

You will not be able to update or add additional work searches when you click "OK". Are you sure you want to continue?

Cancel

OK

### Additional Job Contacts

\* Did you apply for jobs or contact other employers during the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016? ☐ Yes ☒ No

**Note: Failure to select at least 5 job contacts could result in denial of benefits.**

<< Back

Next >>

Exit Weekly Certification

Your weekly work searches may be audited. If your recorded work search contacts are not verifiable, you may be disqualified from benefits and required to repay benefits previously received for the audited week. Under the provisions of the Nebraska Employment Security Law, misrepresentation of your work search or any other information may result in loss of eligibility for unemployment insurance benefits.

Next you will be taken to the weekly claim information page. After you read the instructions, click **CONTINUE**.

Weekly Claim

Monday, November 09, 2015

For your information:

If you are working during a week you wish to claim, you must report your gross earnings for the week. Gross earnings include wages, tips, salary, and other earnings before deductions and taxes.

You must report wages when they are earned. Do not wait until you are paid. For example, if you are paid an hourly wage of \$15 and worked 10 hours during the week, you must report \$150 in gross earnings on your weekly claim, regardless of when you receive your paycheck.

CONTINUE

CLOSE

You will be presented with the “Weekly Certification-Wage Information” page. After you answer the questions, click **CONTINUE**. Answer the eligibility questions, then click **CONTINUE**.

Weekly Certification - Wage Information

Monday, November 09, 2015

You are claiming for the week: 11/01/2015 thru 11/07/2015

Week number of your claim: 7

\*Indicates required fields

1. \*During the week listed above, did you work?

:

☐ Yes ☐ No

If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount.

:

2. \*County where filing today?

:

-Select County-

Weekly Certification - Eligibility Information

You are claiming for the week: 02/28/2016 through 03/05/2016

Week number of your claim: 7

\*Indicates required fields

1. \*Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons.

:

☐ Yes ☐ No

2. \*Were you an inmate in a penal or custodial institution for four or more days of the week?

:

☐ Yes ☐ No

3. \*Were you physically able to work four or more days during the week?

:

☐ Yes ☐ No

4. \*Did you refuse an offer to work or a referral to a job?

:

☐ Yes ☐ No

5. \*Did you begin school or did your class schedule change?

:

☐ Yes ☐ No

6. \*Did you begin receiving Pension benefit, or did the amount of your benefit change?

:

☐ Yes ☐ No

7. \*Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus?

:

☐ Yes ☐ No

8. \*Did you make at least 2 applications for suitable employment during the week?

:

☐ Yes ☐ No

9. \*Did you contact employers on at least 3 different days during the week?

:

☐ Yes ☐ No

10. \*Did you use NEworks to conduct a job search this week?

:

☐ Yes ☐ No

CONTINUE

BACK

CANCEL

You will then see the “Closing Statement” page. Make sure all of your answers are correct. To edit a response, use the **BACK** button at the bottom of the page. **After you click Submit, you will not be able to change your answers.** You will need to check all boxes at the bottom before being allowed to submit your weekly claim. **If you do NOT have a return-to-work date with your employer, click Submit and skip to page 22 of this instruction guide.**

#### Weekly Certification - Closing Statement

You are claiming for the week: 02/28/2016 through 03/05/2016  
Week number of your claim: 7

Your entries for your Weekly Claim are as follows:

Note: To edit a response, use the BACK button at the bottom of the page.

- |   |                  |
|---|------------------|
| 1. During the week listed above, did you work?  | : No             |
| 2. County where filing today?   | : Lancaster (NE) |
| 3. Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons. | : Yes            |
| 4. Were you an inmate in a penal or custodial institution for four or more days of the week?  | : No             |
| 5. Were you physically able to work four or more days during the week?  | : Yes            |
| 6. Did you refuse an offer to work or a referral to a job?  | : No             |
| 7. Did you begin school or did your class schedule change?  | : No             |
| 8. Did you begin receiving pension benefits, or did the amount of your benefits change?   | : No             |
| 9. Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus?   | : No             |
| 10. Did you make at least 2 applications for suitable employment during the week?   | : Yes            |
| 11. Did you contact employers on at least 3 different days during the week?   | : Yes            |
| 12. Did you use NEworks to conduct a job search this week?  | : Yes            |
| 13. Did you make at least five contacts with employers in an attempt to obtain employment?  | : Yes            |
| 14. Number of work search contacts certified  | : 5              |

\* ☒ "I understand that I have filed week 7 on this claim. Work search requirements change based on the number of weeks claimed. I understand it is my responsibility to review these requirements as provided on the Weekly Certification Confirmation Page."

\* ☒ "I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits."

SUBMIT

BACK

CANCEL

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**Continued from page 14 for individuals with a return-to-work date from their employer.**

You will be taken to the Weekly Claim screen below. After you read the instructions, click **CONTINUE**

---

#### Weekly Claim

Tuesday, March 01, 2016

#### For your information:

If you are working during a week you wish to claim, you must report your gross earnings for the week. Gross earnings include wages, tips, salary, and other earnings before deductions and taxes.

You must report wages when they are earned. Do not wait until you are paid. For example, if you are paid an hourly wage of \$15 and worked 10 hours during the week, you must report \$150 in gross earnings on your weekly claim, regardless of when you receive your paycheck.

CONTINUE

CLOSE

You will be presented with the “Weekly Certification-Wage Information” page. After you answer the questions, click **CONTINUE**.

Tuesday, March 01, 2016

Weekly Certification - Wage Information

You are claiming for the week: 02/21/2016 through 02/27/2016  
Week number of your claim: 3

\*Indicates required fields

1. \*During the week listed above, did you work?

: ☐ Yes ☐ No

If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount.

:

2. \*County where filing today?

:

CONTINUE

CANCEL

Next, answer the “Eligibility Information” questions, then click **CONTINUE**.

Tuesday, March 01, 2016

Weekly Certification - Eligibility Information

You are claiming for the week: 02/21/2016 thru 02/27/2016  
Week number of your claim: 3

\*Indicates required fields

1. \*Did you refuse an offer of work with your regular employer or in your usual occupation?

: ☐ Yes ☐ No

2. \*Were you physically able to work four or more days during the week?

: ☐ Yes ☐ No

3. \*Did you begin school or did your class schedule change?

: ☐ Yes ☐ No

4. \*Did you begin receiving Pension benefit, or did the amount of your benefit change?

: ☐ Yes ☐ No

5. \*Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus?

: ☐ Yes ☐ No

CONTINUE

BACK

CANCEL

You will then see the “Closing Statement” page. Make sure all of your answers are correct. To edit a response, use the **BACK** button at the bottom of the page. **After you click Submit, you will not be able to change your answers.** You will need to check all boxes at the bottom of the page before being allowed to submit your weekly claim.

Tuesday, March 01, 2016

### Weekly Certification - Closing Statement

You are claiming for the week: 02/21/2016 thru 02/27/2016

Week number of your claim: 3

Your entries for your Weekly Claim are as follows:

Note: To edit a response, use the BACK button at the bottom of the page.

1. During the week listed above, did you work? : No
2. County where filing today? : Lancaster (NE)
3. Did you refuse an offer of work with your regular employer or in your usual occupation? : No
4. Were you physically able to work four or more days during the week? : No
5. Did you begin school or did your class schedule change? : No
6. Did you begin receiving pension benefits, or did the amount of your benefits change? : No
7. Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? : No

\* ☐ "I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits."

SUBMIT

BACK

CANCEL



After you click **Submit**, you will be presented with a confirmation number. **This will confirm that you have completed the weekly claim process.** Please keep the confirmation number for your records.

The screenshot displays the NEworks user interface. At the top, a navigation bar includes links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. A left sidebar contains a menu with sections like 'Quick Search', 'Currently Managing' (listing TEST, TRAVIS and Service Tracking: OFF), 'My Staff Workspace', and 'Services for Workforce Staff'. The main content area features the NEworks logo and a message: 'Use this folder to view your Employment Strategy.' Below this, the 'Your Weekly Claim Confirmation Number' is displayed as W2017032213231111750, with a blue arrow pointing to it. Links for 'Assist an individual', 'Staff Services', and 'Individual Portfolio' are provided. A row of buttons includes 'Résumés', 'Job Applications', 'Online Application', and 'Virtual Recruiter'. The 'Your Employment Strategy' section follows, stating: 'We have identified a strategy to assist you in quickly finding a new job nearby that matches your background. Please review this plan below:'. It contains three sub-sections: 'Your Job Search Strategy' (noting 3 jobs viewed and 1 applied for), 'Your Strategy to Get Recruited' (recommending at least 1 résumé online), and 'Your Strategy to Be Proactive using Virtual Recruiter' (recommending at least 1 Virtual Recruiter active).

If you are using a public computer, be sure to sign out of your NEworks account to protect your personal information.

This image shows the top navigation bar of the NEworks website. It features a 'Menu' button on the left and a series of links on the right: Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. A blue arrow points upwards from the bottom of the page towards the 'Sign Out' link.

# REVIEWING YOUR WORK SEARCH CONTACTS

You can view the work search contacts you submit each week.

From the Unemployment Services Dashboard, click on **File a Weekly Claim for Benefits**.



Please select from the Unemployment Services options listed below.



[Unemployment Benefit Overview](#) - Information on the Unemployment Benefits program including how you qualify for benefits.



[File a New Unemployment Claim](#) - File your initial Unemployment Claim.



[File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.



[Reopen an Existing Claim](#) - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.



[Update Contact Information](#) - Review and update name, address, phone or email.



[Change Payment Method](#) - You may opt to receive payments through debit card or direct deposit.



[View Tax Form 1099-G](#) - View and print your IRS income tax information.



[View Payment Information](#) - View payment date indicated.



[Resume Builder](#) - To create an online, a



[Work Search Log](#) - If required, record your



[Employment Strategy](#) - View a custom e



[Repayment of Benefit Overpayment](#) - To



[Change Federal Withholding](#) - You may



[File an Appeal](#) - Request a hearing if you

[Return to Directory of Services](#)

Under **Weekly Certification Review**, click on the dates listed under **Week Ending** to view a detailed list of work search activity for the benefit week claimed.

Menu

Quick Search

Currently Managing

TEST, TRAVIS

Service Tracking: OFF

Release Individual

Assist a new Individual

Documents Available

My Staff Workspace

My Staff Dashboard

My Staff Resources

My Staff Account

Directory of Services

Services for Workforce Staff

Manage Individuals

Manage Employers

Manage Resumes

Manage Job Orders

Manage Labor Exchange

Manage Activities

Manage Providers

Manage Case Assignment

Manage Profiling

Home

My Dashboard

Sign Out

Services for Individuals

Services for Employers

Labor Market Analysis

Quick Search

NEworks

Below is a list of your weekly certifications. To claim a new week, click the button below.

File Your Weekly Certification to Continue Your Claim

Weekly Certifications Review

Below are the weeks for which you have completed certifications to continue your unemployment benefits.

#	Week Ending	Certification Filing Date	Confirmation Number
7	11/19/2016	3/22/2017	W2017032213231111750
6	11/12/2016	11/13/2016	W2016111310570881537
5	11/05/2016	11/8/2016	W2016110823370438663
4	10/29/2016	10/30/2016	W201610301201376483
3	10/22/2016	10/24/2016	W2016102420513960252
2	10/15/2016	10/16/2016	W2016101616510086637
1	10/08/2016	10/10/2016	W2016101021001545505

Page 1 of 1

Rows: 100

Return to Previous Page

Services | Portfolio | Site Map | Site Search | Page Preferences | Assistance

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us

Home | Sign Out

Listed are your job contacts and applications by benefit week claimed. View the contact details by clicking on each job listed under **Job Title**.

Menu

Quick Search

Currently Managing

My Staff Workspace

Services for Workforce Staff

TEST, TRAVIS

Service Tracking: OFF

Release Individual

Assist a new Individual

Documents Available

My Staff Dashboard

My Staff Resources

My Staff Account

Directory of Services

Manage Individuals

Manage Employers

Manage Résumés

Manage Job Orders

Manage Labor Exchange

Manage Activities

Manage Providers

Manage Case Assignment

Manage Profiling

HomeMy DashboardSign OutServices for IndividualsServices for EmployersLabor Market Analysis

Quick Search

Below is the information you entered for your certification week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016.

For help click the question mark icon.

Hide Weekly Certification Summary

Language Used: English

Summary of Eligibility Review Answers

During the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016:  
Did you make at least five contacts with employers in an attempt to obtain employment? Yes

Summary of Employer Job Contacts

Listed below are the jobs that you contacted or applied to on NEworks during the week beginning Sunday, November 13, 2016 and ending Saturday, November 19, 2016.

#	Job Title	Employer	Location	Source
1	Assistant Store Manager	American Eagle Outfitters	Lincoln, NE 68505	Other
2	beauty counter manager	Von Maur	Lincoln, NE 68516	Other
3	Cashier	Best Buy	Lincoln, NE 68510	Other
4	Baker	Walmart Bakery	Lincoln, NE 68507	Other
5	Roof Foreman	Casey Roofing Co	Laurel, NE 68745	Other

Source: ★ [Preferred Employer], FJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospital], NEWS [Newspaper], NLX [National Labor Exchange], RECT [Recruiter], SM [Social Media], SJB [State Job Board]

Summary of Job Referrals

Listed below are the job referrals you were sent by the Nebraska Department of Labor's Re-employment Service Staff.

0 Records Found

For more information, visit [dol.nebraska.gov/UIBenefits](http://dol.nebraska.gov/UIBenefits).

Equal Opportunity Program/Employer

TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities

TTY: 402-471-0016